

ORDINANCE NO. 51-2021

Bullock, Kepple, Litten, Neff,
Rader, Shachner

AN ORDINANCE to take effect January 1, 2022, provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force after the earliest period allowed by law, to provide for creating positions and rates of pay for full-time and certain part-time annual salaried employees and hourly rate employees not covered by a collective bargaining agreement in the several departments, divisions and offices of the City of Lakewood, including the Chief of Fire, Chief of Police and Civil Service Commissioners and superceding all prior salary ordinances.

WHEREAS, pursuant to the Constitution of the State of Ohio, the Ohio Revised Code and the Second Amended Charter of the City of Lakewood, municipalities have the power to enact laws that are for the health, safety, welfare, comfort and peace of the citizens of the municipality, and to provide for local self-government, including establishing salaries and rates of pay; and

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public peace, property, health and safety, and to provide for the usual daily operation of municipal departments in that these changes need to be in place for increases to take effect January 1, 2022; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. Classifications, rates of pay, pay grades, levels and certain other supplemental compensation for non-probationary full-time and certain part-time, annual salaried and hourly employees not covered by a collective bargaining agreement are hereby authorized, effective on the effective date of this ordinance, in the several departments, divisions and offices of the City of Lakewood, as modified herein, and with the approval of the Department Director, Director of Finance, Director of Human Resources and Mayor as follows.

Section 2. Classifications/Pay Grade Assignments and Pay Schedules.

<u>Grade</u>	<u>Classification Assigned to Pay Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
25	Property/Evidence Technician	\$ 33,906.76	\$ 47,937.17
26	Legislative Liaison	\$ 37,355.14	\$ 52,754.34
	Part-time Administrative Assistant		
	Deputy Clerk of Council		
27	Project Specialist I	\$ 39,654.44	\$ 56,143.79
	Human Resource Associate		
28	Administrative Assistant to the Mayor	\$ 41,952.54	\$ 59,269.28
	Civil Service/Mediation Program Coordinator		
	Human Resource Specialist		
	Legal Secretary		
29	Chief Prosecutor (Part Time)	\$ 44,251.87	\$ 63,828.65
	First Assistant Law Director		

<u>Grade</u>	<u>Classification Assigned to Pay Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
31	Budget Analyst	\$ 51,148.63	\$ 71,955.77
	Clerk of Council		
	Project Specialist II		
	Public Information Officer		
	City Planner I		
	Plans Examiner (Part Time)		
	Administrative Assistant II to the Mayor		
32	Nutrition Supervisor	\$ 53,446.70	\$ 74,548.19
	Part-time Grants Administrator		
33	Assistant Law Director/Prosecutor I	\$ 56,892.64	\$ 80,241.87
	Manager, Community Center / Senior Services		
	Tax Office Supervisor		
	Finance Manager		
	Clinical Manager		
	Budget Manager		
	City Planner II Senior City Planner		
	Urban Designer		
34	Programs Manager	\$ 60,916.76	\$ 86,103.75
	Traffic Signs & Signals Manager		
	Development Officer		
	Senior City Planner Principal City Planner		
	Urban Forester		
	Assistant Law Director/Prosecutor II		
35	Assistant Building Commissioner	\$ 66,089.92	\$ 93,268.12
	Assistant Director/Human Services		
	Assistant Director/Planning and Development		
	Executive Assistant to the Mayor/Community Relations		
	Executive Assistant to the Mayor		
	Project Administrator		
	Project Manager		
	Public Works Manager		
	Chief of Staff to the Mayor		
36	Assistant Director of Finance I	\$ 71,836.39	\$ 102,000.00
	Building Commissioner		
	IS Project Manager		
	Chief Prosecutor (Full Time)		
37	Assistant Director/Finance II	\$ 83,330.57	\$ 117,000.00
	Assistant Director, Safety – Building and Housing		
	Chief Assistant Law Director		

<u>Grade</u>	<u>Classification Assigned to Pay Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
38	Deputy Fire Chief	\$ 84,662.38	\$ 128,908.62
	Information Systems Manager		
	City Architect		
	City Engineer		
39	Fire Chief	\$ 89,147.66	\$ 134,279.81
	Police Chief		

Section 3. Pay Grade Assignments for Certain Unclassified Positions.

LEVEL 1 (Minimum \$71,571.11 - \$143,142.30)

Director of Finance
Director of Law
Director of Human Resources
Director of Human Services
Director of Planning and Development
Director of Public Works

LEVEL II (Minimum as required in accordance with section 113.02 of the Codified Ordinances - Maximum \$28.22/hour)

Bus Driver
Cleaning Aide
Clerk/Receptionist
Complaint Investigator
Education Specialist
Kitchen Aide
Law Clerk
Legal Assistant I
Photo Lab Technician
Programmer/Scheduler
School Guard
Security Guard
Student Laborer
Student Police Cadet
Student Technician
Utility Inspector
Neighborhood Ambassador

LEVEL III (Minimum as required in accordance with section 113.02 of the Codified Ordinances - Maximum 2-year rate of applicable position as established by the collective bargaining agreement)
(Classifications contained in the AFSCME II labor agreement)

Part-time Assistant Home Health Aide
Part-time Customer Service Representative
Part-time Human Services Case Manager
Part-time Juvenile Diversion Program Coordinator
Part-time Office Assistant
Part-time Staff Assistant
Part-time Tax Auditor
Part-time Tax Collection Specialist

LEVEL IV (Minimum \$26.06/hour - Maximum \$35.50)

Part-time Police Officer

LEVEL V (\$4,120.00/year)

Civil Service Commissioner

LEVEL VI (Minimum \$19.55/hour - Maximum \$24.44/hour)

Part-Time Dispatcher

LEVEL VII (Minimum \$18.46/hour - Maximum 2-year rate of Full Time Corrections Officer as established by the collective bargaining agreement)

Part-Time Corrections Officer

All full time employees are in a classification that has been assigned to a specific grade or level within the compensation system as identified herein. Newly hired full-time employees shall be placed at a pay rate within the pay grade of level to which their classification has been assigned in accordance with the Human Resources Department Policy and Procedures.

Section 4. Additional Annual License/Certification Supplement.

Full time administrative employees working in a classification that requires a below listed license/certification shall receive the following license/certification supplements in bi-weekly or hourly increments as applicable:

<u>License/Certification</u>	<u>Amount</u>
Chief Building Official License (BO)	\$2,000.00
Master Plumbers License	\$1,750.00
Plumbing Inspectors's License	\$1,500.00
Electrical Inspector's License	\$1,500.00
Class III Building Inspector's License	\$2,000.00
Class III Field Inspector's License	\$1,500.00
State Residential Building Inspector (RBI or equivalent)	\$1,000.00

<u>License/Certification</u>	<u>Amount</u>
ICC Property Maintenance Certification (or equivalent)	\$500.00
Master Plans Examiner (MPE)	\$1,000.00
Residential Building Official (RBO)	\$1,000.00
Building Plans Examiner (BPE)	\$1,000.00
Permit Technician	\$1,000.00
Class I Wastewater License Treatment	\$1,000.00
Class II Wastewater License Treatment	\$1,500.00
Class III Wastewater Treatment License	\$2,000.00
Class IV Wastewater Treatment License	\$2,500.00
Class I Water Distribution License	\$1,000.00
Class II Water Distribution License	\$1,500.00
Class I Water/Wastewater Collection License	\$1,000.00
Class II Water/Wastewater Collection License	\$1,500.00
ISA Certified Arborist	\$1,000.00
Licensed Independent Social Worker	\$1,500.00
Licensed Social Worker	\$1,000.00
Registered Nurse	\$500.00
License Practical Nurse	\$200.00
Certified Home Health Aide	\$200.00
Licensed Professional Counselor	\$1,000.00
Communication Technician License	\$1,000.00
Certified Chemical Dependency Counselor III	\$1,000.00
Certified Human Resources Professional (SHRM-CP, IPMA-HR, or PHR)	\$1,000.00
Senior Certified Human Resources Professional (SHRM-SCP, IPMA-SCP, or SPHR)	\$1,500.00
Registered Sanitarian	\$500.00
Certified Lead Risk Assessor	\$500.00
Certified Pool Operator	\$500.00
Two or more ASE (Automotive Service Excellence) Certifications	\$300 each up to max of \$3,500
Notary Public (part-time eligible)	\$100.00
Certified Municipal Clerk	\$1,000.00
Master Municipal Clerk	\$1,500.00
Commercial Driver's License (CDL)	\$50.00

Section 5. Compensation for full-time salaried employees for Level V part-time employees provided for herein shall be paid in equal biweekly installments. Compensation for part-time employees provided for herein shall be at an identified hourly rate of all hours worked in a particular pay period.

Section 6. To the extent it is inconsistent with any other ordinance or resolution previously adopted by Council with respect to the salary and wages of employees of the City, this Ordinance is meant to and shall supersede such previously-adopted legislation.

Section 7. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of the committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

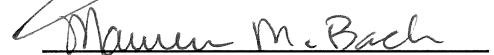
Section 8. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/20/2021

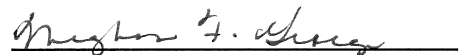
Approved: 12/29/21



Daniel J. O'Malley, President of Council



Maureen M. Bach, Clerk of Council



Meghan F. George, Mayor